DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

October 27, 1992

ALL-COUNTY LETTER NO. 92-96

TO: ALL-COUNTY WELFARE DIRECTORS

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│ REASON FOR THIS TRANSMITTAL              │
│                                          │
│ [ ]  State Law Change                    │
│ [ ]  Federal Law or Regulation           │
│        Change                            │
│ [ ]  Court Order or Settlement           │
│        Agreement                         │
│ [ ]  Clarification Requested by          │
│        One or More Counties              │
│ [X]  Initiated by SDSS                   │
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SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) FISCAL YEAR 1992/93 (FY 92/93) INITIAL COUNTY PLAN.

REFERENCE: WELFARE AND INSTITUTIONS CODE (W&IC), SECTIONS 12300, ET.SEQ.

Purpose

This letter is to initiate development of the FY 92/93 IHSS Initial County Plan. W&IC Section 12301 requires each County to submit a plan to the State Department of Social Services (SDSS) which demonstrates how it will operate its IHSS program within its allocation. It is essential that each County Plan be fully justified with well-developed rationales supporting projected expenditures on the basis of planned IHSS program operations.

The FY 92/93 Initial Allocations were transmitted as ACL 92-84 dated September 24, 1992.

Budgetary Considerations

A. Past year (FY 91/92) County-specific data regarding cases, hours, costs, etc., were generated by the Case Management, Information and Payrolling Systems (CMIPS) and are herewith provided to each County as Exhibit A for use in completing the County Plan. Past-year data for Contract and Welfare Staff Counties may be incomplete since some Counties may not have reported data to the CMIPS for these modes on a timely basis. Each County should make appropriate corrections and/or additions to Exhibit A.

Counties must routinely report Contract and Welfare Staff data on a timely basis in the CMIPS via the County Summary (CSUM) screen so that appropriate data can be utilized for tne County when next year's allocation is generated. Receipt of accurate information from the Counties is also critical in the development of the State Budget.

B. The caseload projections to be used for FY 92/93 are shown on the enclosed County-specific Exhibit B and are displayed on a quarterly basis consistent with the County Plan format. Authorized case projections were determined by using a linear regression formula over the prior 24-month period. Paid case projections were derived by using the paid case rate from the third quarter of FY 91/92. Counties may either use the numbers provided or, if they are not representative, derive their own. If Counties choose to use their own caseload projections, please fully document the method used in footnotes attached to the plan, and explain why the County method is more accurate than the linear regression projection of caseload.

C. Funding for retroactive payments pursuant to court orders in the Miller v. Woods and WRO v. McMahon cases is not included in County allocations. Actual and projected costs for these cases should not be included in the County Plan.

D. If a County plans to significantly change its operation during the current year, i.e., change in modes of service delivery, two Exhibits B will be required: the first Exhibit B should display the status quo as if no change in operations were planned; the second Exhibit B should reflect the planned changes. In this manner, the two exhibits can be compared to evaluate the impact of the changes.

E. Any program growth is to be funded out of the savings realized by the 12 percent reduction in IHSS hours provided for in the annual Budget Act. See Exhibit B instructions, line 14 and line 21 for specific instructions regarding Welfare Staff and Contract mode growth. Excessive growth above this level should be fully explained and justified.

F. In order for the County Plan to accurately predict costs, it is necessary for managers in each County to first identify the potential impact of policy, procedural and organizational changes initiated at both the State and County levels which impact program costs before completing the enclosed exhibits.

    1. This year, Counties will be required to submit a Midyear Update to the County Plan to SDSS. The format used will be an update of each County's initial plan.

    2. There will be a reallocation of funds during the current fiscal year based on the Midyear Updates.

    3. It is a goal of the State to foster creativity as we examine the effectiveness of our current methods of managing the IHSS program. As detailed in ACIN I-46-92, SDSS is very interested in the development of new ideas and methods of delivering IHSS that promote cost effectiveness and economy, improve coordination and administration of services, manage funds more frugally and provide care to recipients with appropriate outcomes to maintain their safety and independence. Counties are encouraged to submit proposals to achieve these goals to SDSS.

Format and Instructions

This year's County Plan consists of Exhibits A through C (enclosed). Instructions for completing the County-specific Exhibits A and B are also enclosed. County staff should verify the data entered on Exhibit A and make necessary corrections/additions. Note that lines are designated numerically and columns are designated alphabetically. Also, note that the columns run consecutively through both exhibits to eliminate confusion, i.e., Exhibit A includes columns A through E, and Exhibit B includes columns F through J. Exhibit C regarding the County Contact List is self-explanatory.

Exhibits A through C have been programmed on an IBM compatible personal computer (PC) using the Lotus 1-2-3 spreadsheet program. Counties wishing to receive the Exhibits on floppy disk and Counties wishing to use telecommunication may contact Ms. Mona Antoine, IHSS Fiscal Unit, at (916) 657-2153. Counties using the computer spreadsheet are urged to return a copy of the completed exhibits on floppy disk with their official signature copy of the Initial County Plan.

Total-cost figures (lines 9, 15, 21, 24, 25, and 31, Exhibit A), (lines 9, 15, 21, 24, 25, 28, 32, 33, and 34, Exhibit B) in the updated plan should be rounded to the nearest whole dollar. Cost-per-hour (lines 8, 14, 20, 23, and 30, Exhibit A) (lines 8, 14, 20, 23, and 31, Exhibit B) and hours-per-case (lines 7, 13, 19, and 29) figures should be rounded to two decimal places. Percentages should be carried out to two decimal places. Also, it is not necessary to type the Exhibits as long as they are submitted in clearly legible black ink that can be photocopied.

Exhibit C is a carry-over from prior years in order to provide each IHSS analyst with an updated list of County staff to contact in the event questions should arise during the County Plan review process. It is imperative that you identify the staff person completing the County Plan.

Due Date and IHSS Analyst Assignments

The Initial County Plan must be completed and returned to this office by November 20, 1992. It is important that all Counties meet this due date in order for the Department to approve county Plans and assess the statewide financial picture timely, taking into consideration input from all Counties. If the County Plan is not received timely, the State may find it necessary to prepare the County Plan for the County with available information. It would be to the County's advantage to submit its County Plan timely to ensure that all appropriate information is considered. County Plans prepared by State staff will be final.

Please address completed County Plans (including optional floppy disks) to:

> State Department of Social Services
> Adult Services Branch
> 744 P Street, M.S. 6-536
> Sacramento, CA 95814

Line (7) This line represents the average hours per paid case in the IP mode during the quarter. This was calculated by dividing line 6 by line 4 in columns A through E. Carry out to two decimal places.

Line (9) This line represents the total cost of expenditures in the IP mode during the quarter. No action is required unless corrections are necessary for any of the figures provided by CMIPS.

Line (8) This line represents the average cost per service hour in the IP mode during the quarter. This was calculated by dividing line 9 by line 6 in columns A through E. No action is required unless corrections are necessary for any of the figures provided by CMIPS.

Line (10) This line represents the number of cases for which services were paid in the Contract Mode during the quarter. Verify the figures shown in columns A, B and C and complete column D by using data from the Management Statistics Summaries for each quarter. Next, add the number entered in columns A, B, C and D to derive the total in column E.

Line (11) This line represents the percentage of paid Contract cases to the entire paid caseload. This was calculated by dividing line 10 by line 3 in columns A through C. Please complete columns D and E. Carry out to two decimal places.

Line (12) This line represents the number of paid service hours in the Contract Mode during the quarter. Verify the figures shown in columns A, B and C and complete column D by using data from the Management Statistics Summaries for each quarter. Next, add the numbers entered in columns A, B, C and D to derive the total in column E.

Line (13) This line represents the average hours per paid case in the Contract Mode during the quarter. This was calculated by dividing line 12 by line 10 in columns A through C. Please complete columns D and E. Carry out to two decimal places.

Line (15) This line represents the total cost of expenditures in the Contract Mode during the quarter. Verify the figures shown in columns A, B and C and complete column D by using data from the County Administrative Expense Claim and the Management Statistics Summaries. Next, add the numbers entered in columns A, B, C and D to derive the total in column E. Quarterly expenditures in the Contract Mode should correspond with those reported on the County Administrative Expense Claim.

Line (14) This line represents the average cost per service hour in the Contract Mode during the quarter. This was calculated by dividing line 15 by line 12 in columns A through C. Please complete columns D and E. Carry out to two decimal places. This amount should closely approximate the IHSS contract hourly rate.

In the IHSS County Plan and the County Administrative Expense Claim, a distinction is made between providing direct services to recipients, i.e., mopping floors, washing dishes, personal grooming, etc., versus supporting IP (SIP) activities, i.e., teaching recipients how to better supervise their providers.

Line (16) This line represents the number of cases for which direct services were provided in the Welfare Staff Mode during the quarter. Verify the figures shown in columns A, B and C and complete column D by using data from the Management Statistics Summaries and/or County records. Next, add the numbers entered in columns A, B, C and D to derive the total in column E.

Line (17) This line represents the percentage of paid Welfare Staff (direct services) cases to the entire paid caseload. Divide line 16 by line 3 in columns D and E. Carry out to two decimal places.

Line (18) This line represents the number of direct service hours in Welfare Staff Mode during the quarter. Verify the figures shown in columns A, B and C and complete column D by using data from the Management Statistics Summaries and/or County records. Next, add the numbers entered in columns A, B, C and D to derive the total in column E.

Line (19) This line represents the average hours of direct service per case in the Welfare Staff Mode during the quarter. This was calculated by dividing line 18 by line 16 in columns A through C. Please complete columns D and E. Carry out to two decimal places.

Line (21) This line represents the direct service costs in the Welfare Staff Mode during the quarter. However, at this time, CMIPS is not programmed to differentiate between total costs for direct services versus total costs for supporting IP activities in the Welfare Staff Mode. The entries generated by CMIPS in line 21 represent the combined total costs for all Welfare Staff (direct services and supporting IP) for each quarter.

Line (20) This line represents the average cost per direct service hour in the Welfare Staff mode during the quarter. This was calculated by dividing line 21 by line 18 in columns A through C. Please complete columns D and E. Carry out to two decimal places.

Line (22) This line represents the share of time-study hours devoted to the use of Recipient Aides for supporting IP activities during the quarter. The time study hours must reconcile to the quarterly County Administrative Expense Claim. Verify that the figures in columns A, B and C are three (3) times that reported in the County Administrative Expense Claim if one month was used for he time study. Enter the appropriate figure in column D. Next, add the figures entered in columns A through D to derive the total in column E.

Line (24) This line represents the pro-rata share of Casework staff and Support (Overhead) expenditures devoted to the use of Recipient Aides for supporting IP activities during the quarter. For columns A through D,

enter the totals of Casework staff and Support (Overhead) expenditures as reported on the quarterly County Administrative Expense Claim form DFA 327.1A. Next, add the numbers entered in line 24 columns A through D to derive the total in column E.

Line (23) This line represents the average cost per hour of the use of Recipient Aides for supporting IP activities during the quarter. Divide line 24 by line 22 in columns A through E.

Line (25) This line represents other program costs included in quarterly County Administrative Expense Claims submitted to SDSS, i.e., EDP (DFA 327.2A) and Staff Development (DFA 327.4A), but not included in lines 9, 15, 21 or 24 above. Complete each item in line 25, columns A through D, if applicable, and provide an explanation of the costs reported in accompanying footnotes attached to the County Plan. Next, add the numbers entered in columns A through D to derive the total in column E.

Line (26) This line represents the County's share of CMIPS contracts cost (EDS, State Treasurer's Office and State Controller's Office). The County's share is based on the total authorized cases for each County for FY 91-92 and allocated on a percentage basis as described in ACL 91-83.

Line (27) This line represents th County's share of Worker's Compensation costs. The County's share of cost is based on the number of eligible IP Mode providers for FY 91-92 and allocated on a percentage basis as described in ACL 91-83.

Line (28) This line represents the total paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 (not line 22) in columns A through E.

Line (29) This line represents the average hours per case for all modes during the quarter. Divide line 28 by line 3 in columns A through E. Carry out to two decimal places.

Line (31) This line represents the total program costs of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24, and 25 in columns A through E.

Line (30) This line represents the average cost per hour for all modes during the quarter. Divide line 31 by line 28 in columns A through E.

INSTRUCTIONS FOR EXHIBIT B

GENERAL

There are two Exhibit B forms included with this letter. Please transfer the projections contained from the computer generated Exhibit B to the blank revised B form. The overall purpose of Exhibit B is to predict cases, hours and costs for IHSS for FY 92-93 in each delivery mode. It will be necessary to analyze averages and trends from past quarters to predict the same factors for FY 92-93. If necessary, projections should be explained by using footnotes as outlined in General Instructions for Exhibit A (i.e., Footnote #__: The FY 91-92 fourth quarter average hours/case was used because the average has not increased for three consecutive quarters, or Footnote # __: Because of wide fluctuations during the past year, the average cost/hour over the past four quarters was used.)

Line (1)   This line represents the number of projected unduplicated authorized cases during the quarter. The numbers shown in columns F through I were determined by using a linear regression formula over the prior 24 month period. Column J represents the total of the numbers in columns F through I. All numbers are rounded to the nearest whole number.

Line (2)   Tnis line represents the projected percentage of paid to authorized cases during the quarter. The paid case rate from the third quarter of FY 91-92 was entered in columns F through J since this represents the latest complete quarter of data available for all modes. Counties should verify the accuracy of this prediction for all four quarters of FY 92-93 (i.e., a Paid Case Rate over 100% for all four quarters is not realistic). If a County chooses to use a different method, please use explanatory footnotes.

Line (3)   This line represents the number of projected unduplicated paid cases during the quarter. This was determined by multiplying line 1 by line 2 (i.e., 1,000 authorized cases multiplied by 90% = 900 paid cases), in columns F through J.

Line (5)   This line represents the percentage of IP cases to the entire paid caseload. Enter the predicted percentage in columns F through J using the rate from the FY 91-92 fourth quarter (Column D, Line 5). If the County chooses to use a different percentage (i.e., the County is experiencing a shift in mode usage), please use explanatory footnotes.

Line (4)   This line represents the number of paid cases in the IP Mode during the quarter. Multiply line 5 times line 3 in columns F through I. Round to the nearest whole number. Next, add the numbers entered in Columns F, G, H and I to derive the total in column J.

Line (7)   This line represents the average hours per case in the IP mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Columns A through D, Line 7) must be analyzed to arrive at projected hours per case for FY 92-93. Factors to consider during this analysis included whether an upward or downward trend exists, or if the situation is stable. Please use footnotes to justify your projections. Enter the predicted hours per case in columns F through J. Carry out to two decimal places.

Line (6)   This line represents the total projected paid service hours in the IP
Mode during the quarter. Multiply line 4 times line 7 in columns F
through I. Round to the nearest whole number. Next, add the numbers
entered in columns F, G, H and I to derive the total in column J.

Line (8)   This line represents the average cost per hour in the IP Mode during the
quarter. Enter the FY 91-92 fourth quarter rate (column D, line 8) in
the columns F through J. If the County feels this rate will not be
accurate for all four quarters, please use explanatory footnotes.

Line (9)   This line represents the total projected cost of the IP Mode during the
quarter. Multiply line 6 times line 8 in columns F through I. Round to
the nearest whole dollar. Next, add the numbers entered in columns F,
G, H, I to derive the total in column J.

Line (11) This line represents the percentage of Contract cases to the entire paid
caseload. Enter the predicted percentage in the columns F through J
using the rate from FY 91-92 fourth quarter (column D, line 11) unless
the County is experiencing a shift in mode usage; then it must be
explained in footnotes. Carry out percentage to two decimal places.

Line (10) This line represents the number of paid cases in the Contract Mode
during the quarter. Multiply line 11 times line 3 in columns F through
I. Round to the nearest whole number. Next, add the numbers entered in
columns F, G, H and I to derive the total in column J.

Line (13) This line represents the average hours per case in the Contract Mode
during the quarter. In order to predict the average hours per case, the
four quarters of the prior (columns A through D, line 13) must be
analyzed to arrive at projected hours per case for FY 92-93. Factors to
consider during this analysis include whether an upward or downward
trend exists, or if the situation is stable. Please use footnotes to
justify your projections. Enter the predicted hours per case in columns
F through I. Carry out to two decimal places.

Line (12) This line represents the total projected paid service hours in the
Contract Mode during the quarter. Multiply line 10 times line 13 in
columns F through I. Round to the nearest whole number. Next, add the
numbers entered in columns F, G, H and I to derive the total in column
J.

Line (14) This line represents the average cost per hour in the Contract Mode
during the quarter. Enter the FY 92-93 contracted hourly rate in
columns F through I. Counties whose contracted hourly rate changes
during the FY should allow for the change in the hourly rate, and the
lag between when hours are served and when hours are paid (i.e., on
January 1, 1993 hourly rate changes from $9 to $10 per hour. The third
quarter would reflect one month at $9 per hour and two months at $10 per
hour. The fourth quarter would be $10 per hour). Please use
explanatory footnotes. There is no growth allowed in the Contract Mode.
Counties may exceed their FY 91-92 contract expenditures up to the level
of the contract maximum, but must stay within the FY 92-93 initial
allocation.

Line (15) This line represents the total projected cost of the Contract Mode during the quarter. Multiply line 12 times line 14 in columns F through I. Round to the nearest whole dollar. Next, add the numbers entered in columns, F, G, H and I to derive the total in column J.

NOTE: Contract mode hours, cost/hour and total expenditures cannot exceed contract maximum.

Line (17) This line represents the percentage of Welfare Staff cases to the entire paid caseload. Enter the predicted percentage in columns F through J using the rate from the FY 91-92 four quarter (column D, line 17) unless the County is experiencing a shift in mode usage; then it must be explained in footnotes. Carry out percentage to two decimal places.

Line (16) This line represents the number of cases for which direct services will be provided during the quarter. Multiply line 17 times line 3 in columns F through I. Round to the nearest whole number. Next, add the numbers entered in columns F, G, H and I to derive the total in column J.

Line (19) This line represents the average hours of direct services per case in the Welfare Staff Mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (columns A through D, line 19) must be analyzed to arrive at projected hours per case for FY 92-93. Factors to consider during this analysis include whether an upward or downward trend exists, or if the situation is stable. Please use footnotes to justify your projections. Enter the predicted hours per case in columns F through J. Carry out to two decimal places.

Line (18) This line represents the total projected direct service hours in the Welfare Staff Mode during the quarter. Multiply line 16 times line 19 in columns F through I. Round to the nearest whole number. Next, add the numbers entered in columns F, G, H and I to derive the total in column J.

Line (20) This line represents the average direct service cost per hour in the Welfare Staff Mode during the quarter. Enter the FY 91-92 fourth quarter rate (column D, line 20) in columns F through J. If the County feels this rate will not be accurate for all four quarters, please use explanatory footnotes.

Line (21) This line represents the total projected directed service cost of the Welfare Staff Mode during the quarter. Multiply line 18 times line 20 in each column (columns F through I). Round to the nearest whole dollar. Next, add the numbers entered in columns F, G, H and I to derive the total in column J. The combined total of line 21 and line 24 cannot exceed the total approved FY 91-92 Welfare Staff expenditures.

Line (22) This line represents the total projected hours for Welfare Staff-supporting IP activities during the quarter. In order to predict the hours to be worked, the four quarters of the prior year (columns A through D, Line 22) must be analyzed to arrive at projected hours per case for FY 92-93. Factors to consider during this analysis include whether an upward or downward trend exists, or if the situation is stable. Please use footnotes to justify your projections. Enter the predicted timestudy hours in columns F through I.

Line (23) This line represents the average cost per hour for Welfare Staff-supporting IP activities during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (columns A through D, line 23) must be analyzed to arrive at projected hours per case for FY 92-93. Factors to consider during this analysis include whether an upward or downward trend exists, or if the situation is stable. Please use footnotes to justify your projections. Enter the predicted cost per hour in columns F through J. Carry out to two decimal places.

Line (24) This line represents the total projected cost for Welfare Staff-supporting IP activities during the quarter. Multiply line 22 times line 23 in columns F through I. Round to the nearest whole dollar. Next, add the numbers entered in columns F, G, H and I to derive the total in column J. The combined total of line 21 and line 24 cannot exceed the total approved FY 91-92 Welfare Staff expenditures.

Line (25) This line represents any other projected program costs to be included in quarterly County Administrative Expense Claims submitted to SDSS, such as EDP (DFA 327.2A) and Staff Development (DFA 327.4A) but not included in lines 9, 15, 21 or 24 above. Round to the nearest whole dollar. Next, add the numbers entered in line 25 columns F, G, H and I to derive the total in column J. An explanation of the cost must be included in accompanying footnotes attached to the County Plan.

Line (26) This line represents the County's share of CMIPS contracts costs (EDS, State Treasurer's Office and State Controller's Office). Counties should refer to the allocation ACL No. 92-84 dated September 24, 1992 to determine their share of cost. One-fourth of this amount should be entered for each quarter (columns F through I), and the total amount entered in column J.

Line (27) This line represents the County's share of Workers' Compensation costs. Counties should refer to the allocation ACL No. 92-84 dated September 24, 1992 to determine their share of cost. One-fourth of this amount should be entered for each quarter (columns F through I), and the total amount entered in column J.

Line (28) This line represents the total payroll cost. Add line 26 and line 27 in columns F through J.

Line (29) This line represents the total projected paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12, and 18 (not line 22) in columns F through J.

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Line (30) This line represents the projected average hours per case for all modes during the quarter. Divide line 29 by line 3 in columns F through J. Round to two decimal places.

Line (31) This line represents the projected average cost per hour for all modes during the quarter. Divide line 32 by line 29 in columns F through J.

Line (32) This line represents the projected total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24, and 25.

Line (33) This line represents the total payroll costs as shown in line 28, columns F through J.

Line (34) This line represents the total cost of providing IHSS services. Add line 32 and line 33 in columns F through J.

STATE OF CALIFORNIA
IN-HOME SUPPORTIVE SERVICES
COUNTY PLAN

COUNTY: IHSS QUARTERLY PROJECTIONS   EXHIBIT B

| | F | Ref | G | Ref | H | Ref | I | Ref | J |
| | FY 92-93 | | FY 92-93 | | FY 92-93 | | Fy 92-93 | | FY 92-93 |
	1st Qtr	#	2nd Qtr	#	3rd Qtr	#	4th Qtr	#	Total

CASELOAD
1   Authorized Cases
2   Paid Case Rate
3   Paid Cases

INDIVIDUAL PROVIDER MODE
4   Paid Cases
5   % of caseload
6   Total IP Hours
7   Hours/Case
8   Cost/Hour
9   Total IP Cost

CONTRACT MODE
10   Paid Cases
11   % of Caseload
12   Totl Contract Hrs
13   Hours/Case
14   Cost/Hour
15   Totl Contract Cst

WELFARE STAFF (Direct Services)
16   Paid Cases
17   % of Caseload
18   Total Svc Hours
19   Hours/Case
20   Cost/Hour
21   Total Svc Cost

WELFARE STAFF (Supporting IP)
22   Timestudy Hours X3
23   Cost/Hour
24   Total SIP Costs

25   TOTAL OTHER COSTS

PAYROLL COSTS
26   Payroll Contracts
27   Workers' Comp
28   Total Payroll Cost

TOTAL PROGRAM COST
29   Total Paid Hours
30   Hours/Case
31   Cost/Hour
32   Total Program Cost
33   Total Payroll Cost
34   Total Cost

ALLOCATION:
SURPLUS/DEFICIT:

STATE OF CALIFORNIA
IN-HOME SUPPORTIVE SERVICES
COUNTY PLAN

EXHIBIT C

C O U N T Y   C O N T A C T   L I S T - A D U L T   S E R V I C E S
==

County_____

Agency Name_____

Address_____

	FAX NUMBER
C O N T A C T S	( )
===	=============================
Title	Name	Telephone Number
Director		
Assistant Agency Director		
Adult Services Division Manager		
Adult Program Specialist		
IHSS Section Manager		
Fiscal Section Manager		
IHSS Contract Coordinator		
CMIPS Coordinator		
===	=============================
Prepared By:		
===	=============================

Signature:_____DATE:_____

NAME:_____

DIRECTOR

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#	COUNTIES	Sal Barajas (916)657-3662	Mona Antoine (916)657-2153	Desi Gonzales (916)657-2132	Cindy Read (916)657-2150	
1	ALAMEDA	X				
2	ALPINE				X	
3	AMADOR				X	
4	BUTTE		X			
5	CALAVERAS				X	
6	COLUSA		X			
7	CONTRA COSTA		X			
8	DEL NORTE		X			
9	EL DORADO		X			
10	FRESNO		X			
11	GLENN		X			
12	HUMBOLDT			X		
13	IMPERIAL				X	
14	INYO				X	
15	KERN		X			
16	KINGS			X		
17	LAKE			X		
18	LASSEN			X		
19	LOS ANGELES		X			
20	MADERA	X				
21	MARIN	X				
22	MARIPOSA	X				
23	MENDOCINO				X	
24	MERCED	X				
25	MODOC	X				
26	MONO				X	
27	MONTEREY				X	
28	NAPA				X	
29	NEVADA			X		
30	ORANGE		X			
31	PLACER		X			
32	PLUMAS	X				
33	RIVERSIDE			X		
34	SACRAMENTO			X		
35	SAN BENITO	X				
36	SAN BERNARDINO			X		
37	SAN DIEGO	X				
38	SAN FRANCISCO	X				
39	SAN JOAQUIN	X				
40	SAN LUIS OBISPO			X		
41	SAN MATEO	X				
42	SANTA BARBARA	X				
43	SANTA CLARA				X	
44	SANTA CRUZ		X			
45	SHASTA				X	
46	SIERRA				X	
47	SISKIYOU				X	
48	SOLANO		X			
49	SONOMA		X			
50	STANISLAUS			X		
51	SUTTER			X		
52	TEHAMA				X	
53	TRINITY	X				
54	TULARE				X	
55	TUOLUMNE			X		
56	VENTURA		X			
57	YOLO			X		
58	YUBA			X		
	GRAND TOTAL					

GEN TEC (11/74)